

**Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525**

**MEETING MINUTES
BOARD OF TRUSTEES**

“Pursuant to 5 ILCS 120/c.06 (3) minutes of public meetings shall include, but need not be limited to a general description of all matters proposed, discussed, or decided and a record of votes taken.”

Thursday, February 14, 2013

7:30 p.m.

CALL TO ORDER – MAYOR RICHARD S. ANDREWS

The regular scheduled meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, February 14, 2013 at the Municipal Facility, 201 Acacia Drive, and was called to order at 7:30 p.m. by Mayor Richard S. Andrews. Village Clerk Joseph Consolo called the roll as follows:

ROLL CALL: JOSEPH CONSOLO, VILLAGE CLERK

PRESENT (AND CONSTITUTING A QUORUM):

Mayor Richard Andrews
Trustee Debbie Anselmo
Trustee Brian T. Bailey
Trustee Anne Bermier
Trustee Norman L. Schnauffer
Trustee Dennis Schermerhorn
Trustee Matt Walsh

ALSO PRESENT:

Steve Busa, Treasurer
Joseph V. Consolo, Village Clerk
Richard Ramello, Counsel, Storino, Ramello & Durkin

NOT PRESENT:

Frank Alonzo, Chief of Police/Administration

Edward Santen, Water/Public Works Superintendent

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Andrews and the Board of Trustees led the audience in reciting the Pledge of Allegiance to the Flag: *“I Pledge Allegiance to the Flag of the United States of America and to the republic for which it stands, one nation under God indivisible with liberty and justice for all”*.

MAYOR’S REPORT – RICHARD ANDREWS

Mayor Andrews reported on Saturday, March 30th at 11:00 a.m. the annual Village of Indian Head Park Easter Egg Hunt will be held at Blackhawk Park.

Mayor Andrews and the Board paused for a moment of silence to remember five years ago today when a gunman walked into classrooms at Northern Illinois University and killed some students and also for all innocent people who have been affected by violence.

Mayor Andrews reported that sometime in early January of this year a moving truck severed a Comcast cable as well as Commonwealth Edison utility lines on Tecumseh Lane and Blackhawk Trail that resulted in a power outage in the community. He noted a request was sent to Comcast representatives asking that the Comcast cable be buried when the repair is made, which Comcast agreed to do and has been accomplished.

Mayor Andrews stated the Consent Agenda includes an ordinance regarding an increase in water rates. He noted the City of Chicago has implemented a multi-year increase for water that has been passed along to the City of Countryside who provides water to Indian Head Park. Mayor Andrews further noted the City of Chicago increase for this year is 42 cents per 1,000 gallons of water effective January 1, 2013 and the City of Countryside increase for maintenance of the water system will be an additional 5 cents per 1,000 gallons that will be effective April 1st. Mayor Andrews stated the water rates increases are incorporated in the ordinance presented to the Board for approval this evening.

Trustee Bermier stated she attended a West Central Municipal Conference meeting this past Saturday. She noted an announcement was made that the Mayor of the City of Chicago was previously asked to roll back the water rates, but the City of Chicago will not decrease the rates. Trustee Bermier further noted there is a bill before the General Assembly to create a water rate committee. Mayor Andrews stated former President Rich Pellegrino and representatives of the West Central Municipal Conference established a water rate task force and they met with the representatives from the City of Chicago asking them to roll back the water rate increases and that has not happened. He noted the Village is not adding any additional increases to the water rate but merely the pass through of charges being imposed to Indian Head Park from the City of Chicago and the City of Countryside.

Mayor Andrews noted a special Board meeting will be held on Thursday, February 28, 2013. Therefore, the financial reports for the months ending December 31, 2012 and January 31, 2013 will be presented at that time for approval. He further noted Dave Brink who prepares the financial reports has been on family medical leave following the passing of his wife and he will be returning to the office on February 18th.

APPROVAL OF FINANCIAL REPORTS – TREASURER STEVE BUSA

Financial Report for the month ending November 30, 2012

Treasurer Busa presented the financial report for the month ending November 30, 2012. For the month of November, he noted: total revenues were \$134,716.18; expenditures were \$206,202.94 and fund balances in all accounts at the end of November were \$1,266,201.25. Trustee Schnaufer moved, seconded by Trustee Bailey, to approve the financial report for the month ending November 30, 2012, as presented by Treasurer Busa. Carried by unanimous roll call vote (6/0/0).

Ayes: Trustees: Anselmo, Bailey, Bermier, Schermerhorn, Schnaufer, Walsh

Nays: None

Absent: None

Treasurer Busa reported the first installment of real estate tax bills have been sent out by the Cook County, tax payments are due by March 1, 2013 and over the next couple of months the Village will be receiving the bulk of its portion of real estate taxes from Cook County.

Chris Metz, of Arrowhead Court, asked why the November financial report was deferred for approval until the meeting this evening. Mayor Andrews stated the person who prepares the report has been out on leave but he has been helping to get that report completed. Mr. Metz stated the financial report is given by the Village Treasurer and he asked if the Treasurer could complete the report in the absence of Dave Brink, the Finance Director. Mayor Andrews stated the finance department works with the treasurer to complete the monthly financial reports. Mr. Metz asked if bills are paid before the report is approved and if someone else can prepare these reports. Mayor Andrews stated in the absence of the Finance Director other staff has been making payments to vendors in a timely manner, revenues have been deposited, routine administrative matters of the finance department have been taken care of by staff and cross training is implemented in various departments.

Amy Wittenberg, of Timber Ridge Court, asked in the future could an interim person be assigned to complete the financial report when there is an absence in the finance department. Mayor Andrews stated administrative staff has been paying the bills, revenues are being deposited, staff also has other duties that are assigned and the Finance Director requested additional time off for personal reasons, which was granted by the Village. Mayor Andrews stated Dave Brink has helped the Village as much as he could under the circumstances, the Village had a banking change, some of the bank statements from the previous bank, Heartland Bank, were not received in time to complete the reports and the Village recently established new accounts at the State Bank of Countryside and those bank statements are now coming in to finish reports.

Mr. Metz asked why the Village switched banks. Mayor Andrews stated it was beneficial for the Village to establish accounts at the State Bank of Countryside since Heartland Bank started imposing certain fees to manage accounts that they had not charged before.

Mrs. Metz, of Arrowhead Court, stated the Highlands Middle School will be having a service day again this year and it will be held on May 10, 2013 if the Village needs help with any community volunteer efforts. Mrs. Metz stated the students are willing to help the Village where they are needed.

Mayor Andrews thanked Mrs. Metz and the students of Highlands Middle School for their involvement and assistance in the community each year. Mrs. Metz stated the date is a little later this year and in a prior year the students have provided help in stuffing eggs for the Easter Egg Hunt and possibly the service club could help out this year, if needed.

Amy Wittenberg, of Timber Ridge Court, asked if the current audited financial report for the fiscal year ending April 30, 2012 could be posted on the Village's Website. Mayor Andrews stated the report will be updated on the Website.

APPROVAL OF BOARD MEETING MINUTES

Minutes of the Village Board Public Hearing Meeting – January 8, 2013

Minutes of the Regular Board Meeting – January 10, 2013

After review of meeting minutes, Trustee Bermier moved, seconded by Trustee Schermerhorn, to approve the January 8, 2013 Village Board Public Hearing meeting minutes, as amended. Carried by unanimous voice vote (6/0/0). After review of meeting minutes, Trustee Schnaufer moved, seconded by Trustee Anselmo, to approve the January 10, 2013 regular Board meeting minutes, as amended. Carried by unanimous voice vote (6/0/0).

QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE – AGENDA ITEMS ONLY (DISCUSSION AND A POSSIBLE VOTE MAY TAKE PLACE)

1. Discussion Regarding Electric Aggregation Request for Proposals

Counsel Rich Ramello reported that early last week the request for proposal was sent out to sixteen direct alternate electric energy suppliers that are registered with the Illinois Commerce Commission. He noted; (1) proposals were sent to energy suppliers that had a two star or better customer complaint rating on the retail electric supplier score card maintained by the Illinois Commerce Commission; (2) additional suppliers that would like to respond can access the request for proposals on the Village Website; (3) the responses are due back to the Village on Monday, February 25th and will be publicly opened; (4) a special Board meeting is scheduled for Thursday, February 28, 2013 at 7:30 p.m. at which time the Board will consider those proposals and possibly award a contract to an alternate electric supplier and; (5) one electric supplier has requested some clarifications in the request for proposal and a written response will be provided to that electric supplier.

Mayor Andrews asked Counsel Ramello to provide an explanation regarding the customer complaint star rating.

Counsel Ramello stated if an electric supplier does not provide proper customer service or has other issues with their customer, a customer is directed to the Illinois Commerce Commission Website to file a complaint. He noted those complaints are tallied by the Commerce Commission and allocated to that particular electric supplier, a quarterly score card is issued by the Illinois Commerce Commission that rates each supplier based on the number of complaints, one star is the lowest rating and three stars is the highest rating and a supplier must have at least a two star rating for their proposal to be considered by the Village of Indian Head Park.

Trustee Walsh inquired how much information will be submitted to the Village from each supplier that submits a proposal. Counsel Ramello stated the proposal to be completed by the supplier is about ten pages, there are approximately four to seven pages requesting prices to meet certain minimum energy standards as well as prices for a percentage of renewable energy, the proposal also includes requirements to specify energy prices for a one year, two year or three year contract. He noted other data would need to be submitted as specified and required in the Village's Plan of Governance and Operation and some suppliers may provide other supplemental data such as company marketing information and a list of other communities that are served by the company. Trustee Bailey asked if sixteen suppliers received the request for proposal documents, how many would be expected to submit a proposal. Counsel Ramello stated based on other Villages his firm represents, the response to the request for proposals with regard to the electric aggregation might be about half that will submit a proposal. Counsel Ramello further stated there may only be as few as four proposals that might be submitted or as many as eight or ten bids.

Counsel Ramello stated at least two suppliers have contacted the Administration Office with general inquiries and also two or three energy suppliers have contacted his office directly with interest in submitting a proposal. John Witttenberg, of Timber Ridge Court, stated if request for proposals are out to suppliers is there one singular person who is taking calls from suppliers. Counsel Ramello stated that Frank Alonzo, as Village Administrator, is the designated person to field phone calls from energy suppliers and in his absence those calls are referred from the Administration Office to Village Counsel. Counsel Ramello stated the request for proposals went out from his office, there is a tendency for someone to respond to the inquiry from where the information was sent, he would respond to more technical questions someone might have about the proposal. He added sometimes the call is referred back to the Village for certain basic information that can be provided by the Administration Office.

Mr. Wittenberg asked if in the absence of the Police Chief, is there a person to attend in his place at Board meetings when he is absent. Mayor Andrews stated in the absence of the Police Chief an Acting Chief or ranking sergeant fulfills all day-to-day responsibilities during the Chief's absence and they are not required to attend a Board meeting since they are also fulfilling other duties within the department.

2. Discussion Regarding Title 17, Zoning of the Indian Head Park Municipal Code (Ordinance #64-1) – Trustee Dennis Schermerhorn

Trustee Schermerhorn stated that he was a member of the Planning and Zoning Commission for the past ten years, he has worked with municipalities in his professional life throughout Chicagoland with regard to zoning matters and it has been quite some time since updates have been made to *Title 17, Zoning* of the Indian Head Park Municipal Code. He noted the zoning ordinance was first established in 1964, this title of the code has been codified, although there have been some administrative updates to the code over the years there is a need to further update the code to possibly make it more efficient for residents to comply with and also for the Village to administer.

Trustee Schermerhorn suggested that possibly a committee could be formed to discuss updates to the zoning code and make suggestions to the Board on the progress. He mentioned it would be beneficial for one other Board member to be part of the committee as well as possibly a volunteer from the community who has some experience with zoning.

Mayor Andrews stated it is a good idea to review the code to bring it up to date and members of the zoning commission would be a good starting point for input. Trustee Bermier stated at the West Central Municipal Conference meeting it was mentioned there is a new Chicago Metropolitan Agency for Planning that encourages communities to contact them for any assistance. Mayor Andrews stated over the years the zoning code has been reviewed and there is a need to update the code and incorporate changes.

QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE

Tom Hinshaw, of Shabbona, stated in his review of the budget on-line on the Village Website it appears over the next five years there is about a \$250,000 budget deficit.

Mr. Hinshaw asked if in fact that is correct there will be a deficit of that amount over the next few years where will the money come from. Mayor Andrews stated at this time he does not have a response to that question but will try to provide a response at the February 28th meeting or a future meeting.

Trustee Anselmo asked if the Public Works Department could evaluate street signs in the Village that are in need of repairs or maintenance like painting, and could we do that this year. Mayor Andrews agreed it was a good idea and should be included in our next fiscal year budget.

ADJOURNMENT

There being no further business to discuss, Trustee Bailey moved, seconded by Trustee Anselmo, to adjourn the regular Board meeting at 8:40 p.m. Carried by unanimous voice vote (6/0/0).

Respectfully submitted,
Kathy Leach, Deputy Village Clerk/Recording Secretary